

6106 - RECREATION SUPERVISOR II

NATURE OF WORK

This is highly responsible supervisory and administrative work in organizing and directing special activities of the City-wide recreation program and assisting the Recreation Superintendent in the overall direction of the Division.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Coordinates the planning, organizing, and supervision of assigned special programs and personnel.

Prepares work and time schedules of staff personnel.

Approves and purchases required manufactured products and materials for Recreation Division, including maintenance of inventory stocks.

Researches and prepares specifications required for obtaining of bids.

Consults with salesmen and vendors in regard to purchasing and bids.

Supervises and conducts informal bid openings.

Periodically inspects playgrounds and recreation center facilities and determines necessity for repairs.

Contacts appropriate department to facilitate repairs needed.

Ensures structures, areas, and equipment are in safe condition.

Effects an inventory control of all recreation facilities and equipment.

Recommends for approval contracts for new and existing equipment and facilities.

Assists in the preparation of the Division budget.

Supervises division employees who function City-wide rather than District-wide.

Schedules, organizes, and directs Boy's Camp program and activities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the philosophy of recreation and appreciation of the activities which make up the community recreation program.

Thorough knowledge of the principles, rules, and equipment requirements of a variety of recreational activities.

Ability to develop community participation and interest in recreation activities through an active public relations program.

Ability to compile and maintain complex records and prepare reports. considerable knowledge of the methods and procedures of recording, charging, and maintaining inventory controls for stores supplies. considerable knowledge of sources and prices for the purchasing of various stores materials.

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Ability to establish and maintain effective working relationships with vendors and other employees.

MINIMUM REQUIREMENTS

Bachelor's degree in Recreation, Physical Education, or related field. Three (3) years full-time verifiable experience in the supervision of public parks and recreation services. Additional experience may substitute for education on a year-for-year basis. Excellent verbal and written communications skills. Willingness to work flexible hours including nights, weekends, and holidays. DESIRES: Supervisory experience in at least four of the following areas; athletics, youth programs, therapeutic recreation, aquatics/pool operations, tennis centers, adult programs, maintenance of open park areas and/or theme events. Knowledge of personal computers for word processing, record keeping, and media implementation.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General assignments are received and work is performed with considerable latitude for the use of independent judgment in the selection of work methods and procedures and is subject to review for compliance with departmental objectives.

SUPERVISION EXERCISED

Plans, assigns, and directs the work of staff personnel assigned.

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